

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: **VETERANS SVS OFFICER/PUB
GUARDIAN/PUB ADMIN. (08000)**
Function: **Public Asst./Pub. Protection**
Activity: **Vet. Svs./Other Protection**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2009-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	199,946	245,000	221,000	221,000
710103 Extra Help	27,546	0	36,000	36,000
710200 Retirement	46,650	65,000	67,200	67,000
710300 Health Insurance	32,224	36,000	43,600	43,000
710400 Workers' Compensation Insurance	1,571	660	896	896
TOTAL SALARIES & EMPLOYEE BENEFITS	307,937	346,660	368,696	367,896
<u>SERVICES & SUPPLIES</u>				
720300 Communications	1,271	1,800	3,000	1,500
720600 Insurance	84	105	76	76
720800 Maintenance - Equipment	0	500	9,092	500
721100 Memberships	1,650	1,650	1,650	1,650
721300 Office Expense	8,518	6,000	8,000	6,000
721400 Professional & Specialized Services	14,250	16,000	18,000	17,000
721500 Publications & Legal Notices	150	480	480	200
721600 Rents & Leases - Equipment	1,135	3,800	9,728	3,800
721900 Special Departmental Expense	310	600	500	500
722000 Transportation & Travel	10,254	6,000	15,395	5,500
TOTAL SERVICES & SUPPLIES	37,622	36,935	65,921	36,726

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<u>FIXED ASSETS</u>				
740300 Equipment	29,500	0	1,000	0
TOTAL FIXED ASSETS	29,500	0	1,000	0
 TOTAL - VETERANS SERVICE OFFICER/ PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	 375,059	 383,595	 435,617	 404,622
770000 Intrafund Transfer	(7,485)	(15,000)	(15,000)	(15,000)
 GRAND TOTAL - VETERANS SERVICE OFFICER/ PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR	 367,574	 368,595	 420,617	 389,622

VETERANS SERVICE OFFICER/PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

COMMENTS

The Veterans Service Office performs a variety of services for veterans, their dependents, widows and orphans. This includes assistance in applying for Federal and State programs.

As Public Guardian, the Veterans Service Officer, acting under court orders, handles funds and property of persons adjudged to be incompetent and provides for the care, support, and maintenance of the ward. The Veterans Service Officer also acts as Conservator, under court orders, to conserve and protect the estate and persons who are wards of the Court. This Office assumed the duties of Public Administrator on July 1, 1989, which administers estates of deceased persons when no relative or other person is available for this purpose.

WORKLOAD

	<u>Actual 2007-08</u>	<u>Actual & Estimated 2008-09</u>	<u>Estimated 2009-10</u>
Office Interviews	5,061	6,000	6,000
Field Interviews	898	990	990
Claims and Miscellaneous Forms	56,512	58,000	58,000
Telephone	9,756	10,100	10,100
Public Guardian Cases	230	210	not provided

REVENUE

	<u>Actual 2007-08</u>	<u>Actual & Estimated 2008-09</u>	<u>Estimated 2009-10</u>
Veterans Affairs Subvention	\$25,980	\$15,000	\$15,000
Public Guardian Fees	33,372	32,000	50,000
Public Administrator Fees (Conservator's Trust)	-0-	-0-	-0-

VETERANS SERVICE OFFICER/PUBLIC GUARDIAN/PUBLIC ADMINISTRATOR

STAFFING

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Request & Recommend</u>
Chief Deputy Public Guardian	1	1
Deputy Public Guardian	1	1
Program Assistant I/II// Veterans Services Representative	2	2*
Veterans Service Officer/Public Guardian/Public Administrator	<u>1</u>	<u>1</u>
Total Permanent	5	5

* The Program Assistant I/II is flex-staffed to allow one of the two positions to be classified as a Veterans Service Representative.

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$221,000 based on present cost of staff which will be budgeted at no more than five staff, including extra-help staff.
- 710103 Extra Help is recommended at \$36,000 to provide staffing to underfill vacant permanent positions.
- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 Communications (\$1,500) is recommended based on actual current costs.
- 720600 Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 Maintenance - Equipment (\$500) This account covers the maintenance of three typewriters, two calculators and computers.
- 721100 Memberships (\$1,650) This account pays for the membership in the California Association of County Veterans Service Officers (\$1,000), and California Association of Public Guardian/Public Conservator/Public Administrator (\$650).
- 721300 Office Expense (\$6,000) is recommended, based on actual usage.
- 721400 Professional & Specialized Services is recommended at \$17,000. This pays for software maintenance contracts on the Public Guardian (\$14,000) and Veteran's (\$3,000) computer programs. The recommended amount is based on actual costs of yearly contracts.
- 721500 Publications & Legal Notices is recommended at \$200 and pays for the cost to publish notices for Public Administrator estate sales.
- 721600 Rents & Leases - Equipment is recommended at \$3,800 to lease a copier(\$2,300), and to use vehicles from Central Garage. Estimated mileage is 3,330 miles at a cost of 45¢ per mile.
- 721900 Special Departmental Expense (\$500) This account provides for the placing of headstones for deceased veterans.
- 722000 Transportation & Travel (\$5,500) This account covers lodging and meals for out-of-County trips, a large portion of which are necessary to receive the Veterans subvention funds.

FIXED ASSETS

The Department has requested replacement of two laser printers that are 9 years old (\$1,000). This request is not addressed here, and is addressed in the Information Technology budget.

INTRAFUND TRANSFER

- 770000 Intrafund Transfer (\$15,000) represents the estimated cost of services the Public Guardian provides for Behavioral Health conservatorship cases.